

WSCA COPIER CONTRACTS
PRESENTATION FOR END USERS - JULY 2, 2009
QUESTIONS AND ANSWERS

END USER QUESTIONS	FINANCE'S ANSWERS
MULTI - FUNCTION COPIER CONTRACTS 8:30 AM SESSION	
Will the same level of same service on Cannon devices continue and will we be able to obtain the needed supplies?	The quick answer is yes. Research is still being done to ensure supplies will be available. The vendor should be both willing and able to service these contracts until the term of the agreement. However, most of the items provided via Ikon, which was purchased by Ricoh should be provided. Canon has indicated the supplies will be made available for a one (1) year period.
For those copiers that we do not have a current contract for, will agencies have access to a vendor representative to contact to request product demos?	Yes. The vendor will be showcasing their products and contact names will be provided to the agencies.
If we have a current rental agreement in place through an existing contract to be extended, will we need to negotiate a buyout?	Yes. However, agencies should be cautious because vendors may attempt to add on additional items/services to inflate the costs.
If agencies have existing Canon copiers will the eCopy software still be available to load to address document scanning needs?	Once the existing contracts are extended eCopy software will not be provided. Contract extensions will only cover maintenance and allow for payments on existing leases/rentals. Renewals will not be granted on existing leases/rentals.
Are the new copier Master Agreements effective as of July 1?	The WSCA Participating Addendum that the Commonwealth is participating in is effective now, and the Master Agreements will be set for a July 1, 2009 effective date.
Are the prices on the new contracts significantly cheaper?	Pricing was fifty percent (50%) of the contract evaluation criteria and benchmarking is being done to compare and monitor the pricing of items offered via the suppliers of this contract.
If we have a Ricoh copier and want to upgrade our device can we?	Yes, upgrades are allowable.
With the Ikon contract expiring at the end of July, when will agencies be able to pay their July invoices?	The exiting contracts will be extended for payments and maintenance only through 2013. Payment schedules should not be interrupted.
If an agency has Toshiba copiers can they continue with these devices based off the old contract?	Yes, it is the same scenario as Canon. However, Toshiba is not included in the new contract so new products and service parts will not be obtainable under the new contract.
Does Xerox have a 180 page per minute machine?	Yes. However, the contract only has devices that go up to 159 PPM. If an agency has a need for a higher page per minute device then they will need to submit an EO1 and provided justification for the purchase.
Will agencies be able to still obtain supplies and services for existing copiers that are not on the new contracts?	Legally the vendor is binding to the existing contract and would be required to meet those needs. If a vendor fails to fulfill their existing contractual agreement then agencies should be able to back out of the agreement because vendors did not fulfill their commitments.

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MULTI - FUNCTION COPIER CONTRACTS 11:00 AM SESSION	
What was the logic behind negotiating a statewide contract that included multiple vendors and then within that contract negotiating further with the list of vendors selected which ones the Commonwealth would actually do business with?	Ricoh and Xerox were the only two (2) vendors who crossed all groups and segments where most of the Commonwealth agencies needs existed. Therefore, these two vendors were selected.
How do you deal with needing a device that is not included within one (1) of the segments the existing vendors cover?	You would have to justify the procurement need via the current procurement process, which includes completing an EO1 and providing proper justification.
How do we know which reseller to choose from Ricoh?	A list of Ricoh resellers and the agencies they accommodate will be provided and posted on the eMARS Web site when it is made available.
Has the current contract holder been notified?	No. A letter from the Commonwealth is going out this week.
Will copiers be provided for trial periods to assist the agency in determining if the product meets their needs?	Agencies will have to negotiate this with the vendor.
Will the EO1 process change for acquiring copiers?	No. The EO1 process will not change.
Where will the copier invoice come from?	All invoices will come directly from the manufacture.
Will the contracts be extended for existing leases?	Yes. Current contracts will be extended but will not change. The contract extension will address payments and maintenance on existing devices and not exceed 2013.
If an agency has current leases on Canon copiers will they have to replace these devices?	No. Under the old contract, Ikon was only able to sell Canon. Ricoh bought out Ikon and now have an agreement to provide Canon parts for one (1) year. Additional research is underway to determine if services for Canon will also be provided during this timeframe and if not the agency would then be able to back out of the contract at such time because the vendor failed to fulfill contractual commitments.
Can I buy a Lexmark printer with a scanner device?	Yes, if you have a need for a Lexmark you can order it from the Lexmark/Pomeroy printer contract. However, proper procurement procedures must be followed.
Do we continue to pay monthly maintenance on the Canon devices we own?	Yes, because the existing contracts are being extended for maintenance and payments. However, the availability of parts for Canon devices remains questionable at this time.
Would an exception process via an EO1 need to be done to acquire Canon parts that are no longer provided via the current extended contract(s)?	The current contracts are only extended for maintenance and payment only. If an agency needs to purchase any parts they must follow the procurement process.
How will the invoicing be set up (i.e. by device, groups, etc?)	Invoicing would be defined by the buying agency and the supplier.
Has anyone from SAS been involved in this process regarding payments reported through the Closing Packet.?	The payment process would be the same. To date a SAS representative has not been involved in this process, only COT and OPS.

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Additional Comments During Presentation:

COT Segment

- WSCA Resources to be posted to the eMARS Web site include:
 - o WSCA Presentation along with other information.
 - o WSCA will provide a web site for Kentucky that will allow agencies to view available products. However, you will not be able to order from this site. A link to this site will also be provided on the eMARS Web site.
 - o List of third party providers.
 - o Resellers list.
- Background Information:
 - o Released three (3) different solicitations for copiers in the past with no success of award.
 - o WSCA is a subsidiary of NASPO.
 - o Sourcing Team consists of Nevada, South Dakota, Washington, Alaska, and Kentucky.
 - o Nevada is the lead state and was responsible for the creation and release of the RFP. The Commonwealth was a participating state for this RFP.
 - o Benchmarking is being done to compare pricing of this contract.
- Items highlighted in yellow on the slides are Kentucky options.
- Segment E is based on linear feet per minute.
- Vendor assessments are required to ensure the right size of equipment goes into the agencies.

OPS Segment

- MA contract numbers have been established. New MA numbers are as follows:
 - o Ricoh MA 758 0900004649 – expiration date 6/30/2014
 - o Xerox MA 758 0900004653 – expiration date 6/30/2014
- Existing contracts will be extended until 2013 for **payments and maintenance only**. No new purchases or leases will be accepted. Monthly leases for 12, 24, 36, and 48 will be extended for maintenance.
- New contracts to be structured like current contracts.
- Xerox will have one (1) payment address. Ricoh will have two (2) addresses, one for lease payments, and the other for remit to payments. When processing DOs be sure to pick the correct address.
- Process for ordering will be same, (i.e. locating items in eMARS via catalog)
- The vendors can only sell the items that are listed on their catalog with the Commonwealth. **Items can not be added by OPS.** The vendor must contact the lead state (Nevada) in order to modify their catalog. The lead state would then contact Stephanie Williams with the revised catalog.